

LIBRARIAN

FLSA Code: E

Job Code: 5030

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and intermediate administrative work supervising a section in the public library; does related work as required. Work is performed under the general supervision of the Library Director. Supervision is exercised over section personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising automation services, A-V, local history, reference, children's or other assigned section; developing and updating collection; selecting materials; assisting patrons; researching reference sources; maintaining records; preparing reports.

Manages and supervises an assigned section of the public library;

Selects materials for adults, young adults and children including fiction, non-fiction, audio and video cassettes, paperback collections, periodicals, government documents, pamphlets, large print, microfilms and other collection material;

Serves as principal resource for library automated and integrated systems;

Reviews data to determine necessary replacements to collection; updates obsolete information; reviews and recommends changes in standing orders and serial subscriptions;

Manages day-to-day automated system operation and evaluates effectiveness;

Develops collections for new and emerging areas;

Evaluates, installs, configures and troubleshoots local network, microcomputers and system peripherals;

Plans a variety of programs and activities for all age groups to promote reading;

Assists patrons in selecting materials appropriate for their age group, interest and reading capabilities;

Coordinates and supervises the provision of reference services;

Maintains and supervises an active local history collection with associated programs and services;

Trains and evaluates work performance of staff;

Prepares section budget and monitors expenditures;

Participates in the development of library policies; recommends policy changes to meet library and patron needs;

Promotes library services in-house and to schools and outside organizations and agencies;

Prepares a variety of reports concerning section activities such as expenditures, collection development, reference use and related activities; prepares special reports as directed;

Presents storytimes, guest performances, informational talks, crafts and tours;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an ALA accredited college or university with a Master's degree in Library Science and considerable experience in a public library; thorough knowledge of the principles, practices and techniques of modern library operation, of reader interest levels, library reference, adult services and children's services; thorough knowledge of library system computer applications and requirements, library reference materials and research techniques; demonstrated ability to maintain accurate records and statistics, to complete accurate reports, exercise initiative and independent judgement, establish and maintain effective working relationships with library patrons and associates and to communicate ideas effectively, both orally and in writing. An equivalent combination of training and experience may be considered. May require Virginia library certification.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or

changed at any time at the discretion of management.